



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

STUDENT ASSISTANT

\$7.86 - \$10.47/HOUR

ENFORCEMENT BRANCH – INVESTIGATION DIVISION

SANTA ANA OFFICE

MULTIPLE POSITIONS

RESPONSIBILITIES: Under close supervision, incumbent directly supports the activities and responsibilities of a regional office staff. In furtherance of those activities and as directed, the Student Assistant supports the Insurance Investigator, Associate Insurance Investigator, and the Supervising Insurance Investigator in collecting, organizing, and analyzing official and unofficial documents relating to assigned cases. Other support activities also required are statistical and data collection on criminal and administrative cases using a variety of computerized databases; preparation of investigative charts utilizing computers, and the preparation of draft correspondence and report(s). Student Assistants also load, transport, catalog, and store evidence and assist in search warrant execution after the area is secured. Student Assistants may also assist in tape transcription may accompany investigators to prosecutor's office for criminal filings, case discussions and strategy meetings when appropriate; and complete miscellaneous administrative field duties at the direction of the Supervising Investigator. Student Assistants may also obtain supplemental information and contact witnesses as needed; assist in the caseload management of a Regional Office, and complete service of process to known cooperative witnesses.

DESIRABLE QUALIFICATIONS:

- Ability to work independently as well as a team member
- Ability to use sound judgment and willingness to exercise a high degree of initiative, independence and originality in performing assigned tasks
- Knowledge of Microsoft applications including Word, Excel, and Access Databases
- Must be able to work in a fast paced office environment and be able to maintain a courteous and professional demeanor at all times

WHO MAY APPLY: Undergraduates may apply and must provide proof of application for, or enrollment as a student in, an appropriate college or university program. Applicants with a major course of study in Criminal Justice or related field are preferred. Applicants with an undeclared major may also apply.

APPLICATION PROCEDURE: Send a completed standard State of California application to Stephanie Brewer, Human Resources, Department of Insurance, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Please indicate "Student Assistant # 413-743-4870-SAO" on the State application.** For additional information, please call (916) 492-3411.

FINAL FILING DATE: **May 30, 2006 or Until Filled**

NOTE: Interested Individuals must submit applications by the final filing date in order to be considered for this position.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

BW 05/17/06